

MINUTES
TOWN OF DARIEN BOARD OF EDUCATION CENTRAL OFFICE/
MATHER CENTER BUILDING COMMITTEE

Wednesday, November 17, 2010

A special meeting of the Town of Darien Board of Education Central Office/Mather Center Building Committee was held on November 17, 2010. Present were Chairman Norm Guimond, Vice Chairman Robin Woods, John Hertz, Elizabeth Hagerty-Ross and Louis Gesualdi. Also present was Town Administrator Karl Kilduff.

Chairman Guimond called the meeting to order at 12:05 p.m.

NEW BUSINESS

a) Discuss and Take Action to Approve Architect Request for Qualifications

Chairman Guimond started a discussion on the draft Request for Qualifications (RFQ) to select an architect for the project. He noted that the RFQ will take 4-6 weeks to get responses back and that he would like to get the Committee's approval to issue the Request.

Ms. Hagerty-Ross asked if the selected architect would also handle the relocation of the freezer unit to the high school and conversion of an apparatus bay to a wood shop. Mr. Kilduff noted that it was not at this time, but could be a negotiated item if it was believed necessary. The full scope of these projects had yet to be defined with Paul Engemann before he passed away.

Mr. Hertz questioned possible permitting issues with the Town that could require the engagement of other professionals like an engineer to respond to drainage regulations. Mr. Kilduff stated that he would have a conversation with the Planning & Zoning Director to discuss the matter further and would report back to the Committee in the future.

Mr. Gesualdi questioned whether or not the RFQ should mention timeframes. Mr. Kilduff responded that it may not necessary to list a construction schedule in the RFQ, but it would be a good interview question for short-listed firms.

Mr. Hertz asked about the bonding process with the RTM which led to a general discussion about the process moving forward.

Mr. Hertz moved, second by Mr. Gesualdi, to issue the RFQ. The vote was unanimous.

b) Discuss Future Meeting Dates

Chairman Guimond asked for the Committee's availability to tour both 35 Leroy and the Board of Education spaces in Town Hall. It was determined that the Committee members would tour both facilities on Monday, November 22 at 1:00 p.m. starting at 35 Leroy.

The Committee also decided to cancel the planned meeting of November 24 and have a meeting on Wednesday, December 22, 2010.

The Committee would discuss its 2011 meeting schedule at a future meeting.

c) Other Items Of Relevance to the Committee

Chairman Guimond asked that the Committee members give some thought to the criteria and weighting system that would be used to evaluate the architect responses.

ADJOURNMENT

Mr. Gesualdi moved, seconded by Ms. Woods, to adjourn the meeting. The meeting was adjourned at 12:52 p.m.

Respectfully submitted

Karl F. Kilduff
Administrative Officer